

IN THE FIFTH MEETING additional facilities of the Agency were described and their utilization in a records control program discussed.

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[redacted] stated that simple, efficient filing systems and control procedures are requisites of a sound records management program. As a step in that direction, an Agency filing manual has been developed - and is now being distributed. It will serve as the basic guide for implementing a records program in the Offices throughout the Agency.

He pointed out that the manual includes standards in the areas of:

1. Communications Control - the internal control and follow-up of all forms of correspondence
2. Records Maintenance - through
 - a. proper location of records facilities
 - b. standardization of filing equipment and supplies
 - c. types of files maintained
 - d. file classification plan
3. Reference Service - the withdrawal and return of record materials

The test of a records program, [redacted] explained, is to be found in the service afforded operating officials through the reference area. But all the factors outlined in 1 and 2 are essential if the reference area is to provide prompt and efficient service.

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[redacted] explained the principles and advantages of the electric accounting machine method, and how these methods may be adapted to record keeping problems. He augmented his talk with colored slides which showed the principles of machine accounting. He stressed the advantages of machine operations over manual operations from the viewpoint of --

speed accuracy volume flexibility economy

Although machine methods are not practical for every job, they are particularly effective and economical when the cards can be used for more than one project. With the aid of graphic charts, [redacted] showed how machine methods are now being applied to several vital Agency operations.

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[redacted] advised that the Machine Records Branch is equipped to handle all types of records requirements and that services are available upon request. A tour of the installation can be arranged for those who are interested.

TODAY'S DISCUSSION will offer further assistance to the Area Records Officers in inaugurating their records programs.

4 May 1953